

CITY OF GREENVILLE, SOUTH CAROLINA

Job Description #810

November 2010

<i>Job Title:</i>	<i>Admin. Asst.-Patrol Services</i>
	<i>Operations Division</i>
<i>Department:</i>	Police
<i>Status:</i>	Non-Exempt
<i>Immediate Supervisor:</i>	Major

BRIEF DESCRIPTION OF THE JOB:

Provide administrative support for command and supervisory staff. Act as sole clerical support for approximately 110 sworn personnel. Ability to multi-task and keep administrative paperwork current and accurate. Facilitate interactions with other support agencies and operations personnel. Handle motor vehicle tow reports. Greet the public and direct them to the proper department or officer. Perform various other duties assigned by supervisor.

ESSENTIAL FUNCTIONS:

Prepare/type letters, memos, reports, agendas/general correspondence, etc. Responsible for data entry reporting "use of force", officers' personal data, notifying officers of DUI Hearings from S.C. Department of Motor Vehicles, Bond Hearings from the Solicitor's Office and Preliminary Hearings from City Court, etc. Maintain accounting of vehicles in tow and release to registered owner when appropriate. Communicate via e-mail or radio with officers relaying/researching information and taking messages. Communicate with Solicitor's Office and officers to schedule Grand Jury appearance. Maintain subpoena log for officers and family court subpoenas for city residents. Maintain data base for Monthly Platoon Days-Off Roster, etc. Scan and e-mail Administrative Incident Reports to Internal Affairs and Division Commander. Maintain data base for community meetings. Maintain officer's assignment board. Via memo, notify supervisors of officer's annual physicals with city nurse.

PHYSICAL DEMANDS:

Overall Strength Demands: Sedentary demands include sitting, standing, walking, reaching, handling, vision, hearing, and talking.

Machines, Tools, Equipment and Work Aids: Equipment utilized includes police radio, computer and related software, typewriter, calculator, fax machine, etc.

Primary Work Location: Office Environment

NON-PHYSICAL DEMANDS:

Time Pressures

Working Closely with Others as Part of a Team

Tedious or Exacting Work

Noisy/Distracting Environment

Performing Multiple Tasks Simultaneously

JOB REQUIREMENTS:

Formal Education: A high school diploma or equivalent is necessary.

Experience: Over one year experience in the secretarial field is necessary.

Reading: Must be able to read reports, records, manuals, etc.

Math: Must possess a basic working knowledge of mathematics.

Writing: Must be able to write time sheets, reports, etc.

Reasoning: Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.

Interpersonal Skills: Requires the ability to interact with police officers to convey and exchange information.

Contacts Within the Organization: Contact with Police Department.

Contacts Outside the Organization: Contact with SC Criminal Justice Academy, Sheriff's Department, and general public.

FREQUENCY AND FREEDOM TO ACT:

Regular Freedom: Work is non-standard and varied and requires the production of expected results and deadlines met by following general procedures.